

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

The Sacramento Metropolitan Fire District (SMFD) is required by law to maintain the privacy of certain protected health information (PHI). The SMFD must also provide you with a notice of our legal duties and privacy practices with respect to your PHI and must abide by the terms of the notice currently in effect.

The SMFD may use PHI for purposes of treatment, payment, and health care operations. The following are examples of our use of PHI:

Treatment: This includes oral communication through 911 dispatch regarding your medical condition and specific individual identification information such as your name and address. This also includes other oral communication and written records of our treatment provided to the hospital to which we subsequently transferred your care and treatment.

Payment: This includes any activities undertaken to get reimbursement for services provided to you such as medical necessity determinations and reviews, submitting claims to insurance carriers, and collecting on outstanding accounts.

Health Care Operations: This includes continuous quality improvement activities, training programs to ensure the quality of our services, survey of your assessment of our services, and creating statistical reports that do not identify you individually.

Other uses and disclosure of PHI permitted or required by law:

- Under emergency circumstances – to identify a deceased person or the cause of death.
- Limited law enforcement activities – such as to identify and locate a suspect or stop a crime.
- Activities related to national defense and security.
- Oversight of the health care system
- Legal process as required by a court or an administrative order.
- To communicate with individuals that are directly involved in your care.
- Other use and disclosure as permitted or required by law.

Certain other disclosures of PHI will be made only with your authorization and you have the right to revoke that authorization at any time in writing, except to the extent that we have already used or disclosed PHI in reliance on that authorization.

As a patient, you have certain rights with respect to your PHI:

- You have the right to access, inspect, and make a copy of your PHI.
- You have the right to amend your PHI. We do not have to comply with your request if we believe the PHI is accurate and correct.
- You have the right to an accounting of most non-routine use and disclosure of your PHI. We are not required to provide an accounting of PHI we use or disclose in order to carry out treatment/payment/health care operations, or the use and disclosure of PHI that you have authorized.

You have the right to request restrictions on certain uses and disclosure of your PHI. We are not required to agree to a requested restriction. You have the right to obtain a paper copy of this notice upon request. You have the legal right to file a complaint with the SMFD and with the Secretary of the Department of Health and Human Services if you believe your privacy rights have been violated. You will not suffer retaliation for filing a complaint.

You may contact the following Privacy Office regarding any information identified in this Notice, or to file a complaint, or to exercise any of your rights listed in this Notice.

Sacramento Metropolitan Fire District Privacy Office  
2101 Hurley Way  
Sacramento, CA 95825  
(916) 566-4000

The SMFD reserves the right to change its privacy practices and the terms of this Notice, and to apply the revised practices to PHI previously created or received. You may request a new copy of the Notice by contacting the above Privacy Office.